

MASSACHUSETTS NATIONAL GUARD  
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 102 04-89

PERMANENT

4 August 2004

OFFICE OF THE ADJUTANT GENERAL  
Human Resources Office  
50 Maple Street  
Milford, MA 01757-3604  
(508) 233-6642/6632 (DSN) 256-6642/6632

SERVICE: Air National Guard  
APPLICATIONS ACCEPTED UNTIL: 3 September 2004  
EMPLOYMENT LOCATION: 102 FW, Otis ANGB, MA  
TELEPHONE CONTACT: MSgt Tim Schilling  
508-968-4395 DSN: 557-4395

POSITION: SHEET METAL MECHANIC  
SERIES/GRADE: WG-3806-10

PDCN: 8011400  
SALARY: PA \$ 46,791 to \$ 54,617

APPOINTMENT FACTORS:

- |                                                        |                                                 |                                              |                                   |
|--------------------------------------------------------|-------------------------------------------------|----------------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> Bargaining Unit    | <input type="checkbox"/> Supervisory/Management | <input type="checkbox"/> Entry Level         | <input type="checkbox"/> Excluded |
| <input checked="" type="checkbox"/> Permanent Position | <input type="checkbox"/> Temporary Promotion    | <input type="checkbox"/> Indefinite Position |                                   |
| <input type="checkbox"/> Officer                       | <input type="checkbox"/> Warrant Officer        | <input checked="" type="checkbox"/> Enlisted |                                   |

AREA OF CONSIDERATION:

- ✓ All enlisted personnel in the Massachusetts Air National Guard
- ✓ All individuals eligible for immediate enlistment into the Massachusetts Air National Guard

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible MOS/AFSC: 2A7X3

Maximum Military Grade  
Minimum Military Grade

Officer:  
Officer:

Warrant Officer:  
Warrant Officer:

Enlisted: SSgt  
Enlisted: A1C

**GENERAL EXPERIENCE:** Experience, education, or training which demonstrates the candidate's ability to develop patterns, layout, cut, form, join, assemble, and install sheet metal parts and systems. Skill in the use of shop tools and equipment.

**SPECIALIZED EXPERIENCE:** Must have 18 months experience in planning, fabricating and constructing complex non-standard sheet metal equipment as well as assembling, adjusting, repairing and installing sheet metal systems. Experience in following work orders. Experience which has demonstrated the ability to develop plans which others can follow. Experience in the use of special tools and machines to fabricate items.

**APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:**

1. Ability to plan, construct, assemble, disassemble, repair, fabricate, and install irregular items and systems having combined shapes to exacting tolerances using the least number of seams and amount of metal.
2. Ability to work independently from written or oral instructions, blueprints, sketches, or personal inspection of items or systems to be manufactured or repaired.
3. Ability to independently develop plans and make decisions.
4. Skill in making layouts, patterns and templates using recognized trade methods and practices.
5. Knowledge of and the skill in the selection and use of special sheet metal tools and equipment without instructions, and to develop modifications to prototype or test equipment.

Job announcements and application procedures are posted on Internet: [WWW.STATE.MA.US/GUARD](http://WWW.STATE.MA.US/GUARD).

*ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS*  
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.  
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

**APPLICATION PROCEDURES**

Applicants must submit **one** of the following:

- ✓ Resume
- ✓ Optional Application for Federal Employment (OF 612)
- ✓ SF 171

As a minimum, applications must contain the following:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

**SUBMIT PAPER APPLICATIONS TO:**

HQ STARC MAARNG  
ATTN: HRO (Staffing)  
50 Maple St.  
Milford, MA 01757-3604

**SUBMIT ELECTRONIC APPLICATIONS TO:**

e-mail to: [staffing@ma.ngb.army.mil](mailto:staffing@ma.ngb.army.mil)  
Information on applying electronically can be found at:  
<http://www.state.ma.us/guard/Postings/Technician.htm>  
Look under **Electronic Application Procedures**

Include all of the following:

- ✓ Application/Resume
- ✓ 1 Copy - HRO Form 1-1 (Application for Position Vacancy), May 99
- ✓ 1 Copy - HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy) Nov 94.
- ✓ 1 Copy SF - 181 (RACE AND NATIONAL ORIGIN IDENTIFICATION) 1982. . (This form is optional. Applicants who desire minority consideration must complete this form)
- ✓ Current employees will furnish one (1) additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 within two (2) workdays and forward it to the HRO.

**SELECTION OF INDIVIDUAL:**

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-6642/6629 or DSN 256-6642/6629. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov), and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**

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